

ANNOUNCEMENT

DEPARTMENT OF ADMINISTRATION

Effective: October 1, 2001

Destroy Date: June 30, 2002

VEHICLE REIMBURSEMENT RATES

Reimbursement Rates for Business Use of Personal Vehicles (State Vehicle Turndown Rates)

Wisconsin State Statute 20.916(4)(e) provides "When an assigned or pool state-owned automobile is available and tendered to an employee and the employee exercises the option to utilize the employee's personal automobile on state business, the mileage allowance shall be at a rate equal to the approximate cost per mile of operation of state automobiles, including depreciation, as determined by the Secretary of Administration."

Accordingly, beginning October 1, 2001, the personal car reimbursement rate, when an employee who elects to drive his/her own personal car rather than a state car when a state car is available (turndown rate) is \$.22 per mile for all personal car mileage. The turndown rate is effective October 1, 2001 for non-represented and represented employees. Reimbursement of the \$.22 turndown rate is not contingent on the union contract.

Reimbursement Rate for Personal Use of Assigned State Vehicles

Section 20.916(7) of the statutes requires that state officers or employees utilizing assigned state-owned automobiles for personal use reimburse the state for such personal use mileage at the same rate which is payable when a state-owned car is not available or tendered and the employee uses his/her personal automobile on state business. The charge for personal use of assigned state-owned vehicles will be at the rate established per the pay plan and collective bargaining agreements, plus the 5% State of Wisconsin sales tax and the applicable ½% county sales tax if the vehicle resides in a county which has implemented the sales tax.

This affects all state-owned general purpose vehicles (no law enforcement or special purpose vehicles). The difference between the personal usage rate and the individual car fleet cost per mile must be deposited to an unallocated GPR or segregated fund account. For fleets financed from GPR appropriations, the deposit would be to a general purpose revenue earned account. In either case, the difference should not be retained in the departmental car fleet appropriation.

For further information concerning these reimbursement rates, contact Wayne Reif, State Controller's Office, 101 E. Wilson Street, 5th Floor, Madison, (608) 267-7986.

This "ANNOUNCEMENT" is being forwarded to State Agency Heads only. Each agency will be responsible for distributing/posting this information within the agency.

Authorized By:

Secretary